

EHS Developmental Screening Procedure

1. Arrowhead Head Start will use the ASQ-3 screening tool to complete child screenings in identifying concerns regarding a child's development.
2. Parents will give consent to screenings by signing the Parent Contract at time of enrollment.
3. The initial ASQ-3 will be completed with enrolled children by the Lead Educator and parent collaboration within 45 days of the child's first educational home visit.
4. The ASQ-3 screenings will be entered electronically into the ASQ online system.
5. Results and recommendations will be shared promptly with parents.
6. The Lead Educator will offer the parent a paper or electronic copy of the screening.
7. Screening results for children enrolled at the beginning of the program year, will be recorded on the ASQ3 Worksheet, and turned in to the office by the identified due date located on the program calendar.
8. Screening results for children enrolled after the beginning of the program year, will be emailed to the Information System Specialist using the naming convention: "ASQ-3 - CPID # - Child First and Last Initials - Screening Date - Screening Result".
9. The Lead Educator will continue to screen the child following the recommended ASQ schedule unless the child has a current IFSP or IEP on file (other than Speech only).
10. A Team Comprehensive Child Review will be completed on each enrollee once all screenings and intake are completed. The team will review child and family data and recommend any intervention choices, education opportunities, or resources if appropriate to best serve the family.

Screening Results:

1. The Lead Educator will review the results of the ASQ screening with the parent immediately and make recommendations based on the screening results, taking into consideration the setting and time, developmental, health, family and cultural factors.
 - a) If a child's score is in the scoring range, the child's development is considered to be on schedule. Screening results will be determined as **Pass**.
 - b) If a child's score is in the scoring range or if the parent marks an item a concern, the Lead Educator will provide Ages & Stages Learning Activities to the parent for the areas scored in that section. Staff will monitor the child's development using the ongoing assessment tool and ongoing screenings. Screening results will be determined as **Monitor**.
 - c) If a child's score is in the scoring range, an appropriate course of action will be determined, considering all factors.
 - i. If it is determined to monitor the child's development, screening results will be determined as **Monitor** and item 1.b) will be followed.
 - ii. If it is determined that the results are an accurate depiction of development, screening results will be determined as **Refer**. The Lead Educator will discuss with the parent the indication of referral and appropriate intervention choices. The Lead Educator will document the parent's decision of referral and intervention choices on the Home Visit form.

- If the parent agrees to services, the Lead Educator will complete the Child Referral form in its entirety and submit. The Lead Educator will complete the Consent to Release Confidential Information for ECSE/HMG (Early Childhood Special Education/ Help Me Grow) with the parent and submit it to the Information System Specialist and their associated Disabilities Mental Health Manager. The Disabilities and Mental Health Manager will initiate the referral process.
 - If the parent does not agree to services, the Lead Educator will discuss with the parent that the program is required to share “Refer” screening results with ECSE/HMG, and that the parent has the right to refuse their services when contacted. The Lead Educator will complete the following areas of the Child Referral form: Child’s Name, Parent’s Name(s), Parent(s) Contact Information, and mark “Parent Refusal” at the bottom of the first page. The Lead Educator will submit the Child Referral form to the Information System Specialist and their associated Disabilities Mental Health Manager. The Disabilities and Mental Health Manager will initiate the referral process to Help Me Grow.
- d) If a child’s score is in the or scoring range and has a current IFSP or IEP on file, the screening results will be determined as ***Know Concern (KC)***.
- e) If a child’s results change their scoring category within the year, the Lead Educator will email the Information System Specialist the new results using the identified naming convention: “ASQ:3 - CPID # - Child First and Last Initials - Screening Date - Screening Result”.

Special Considerations:

1. If a screening has been already completed by another program and is current:
 - staff will obtain a copy of the screening for the child’s file with written parental consent.
 - No new screening is required.
2. If concerns have already been identified through screening, and the child is on a current IFSP or IEP:
 - Staff will obtain a copy of the IFSP or IEP for the child’s file with written parental consent.
 - No new screening is required, unless the concern is identified as Speech only.
3. If a repeating child’s next ASQ screening is not yet due per schedule, the current ASQ score will be reviewed.
4. In the event a child is between the ages of one day to 30 days at time of enrollment, the ASQ will be completed once the child turns one month of age and within 45 calendar days of entry.

5. In the event a child is enrolled and the adjusted age for prematurity is under one month of age by the 45-day cut off:
 - The initial screening will be completed with the child's actual age.
 - The Lead Educator will document on the screening that the child is premature.
 - The child will be screened again once the adjusted age is at least 30 days.
6. In the event a child speaks a language other than English:
 - A bilingual staff, contractor, consultant or an interpreter with a qualified staff will conduct the screening.
 - If a bilingual staff, contractor, consultant or interpreter is not available, the screening will be completed in English and additional information will be gathered in the child's home language including structured observations for evaluating the child's development and progress.

This policy complies with Head Start Performance Standards 1302.33 and Office of Special Education Programs (OSEP): 34 CFR 303.303.

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